



# Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631  
(508) 896-3701

## HOUSING PARTNERSHIP MEETING AGENDA 2198 Main Street May 18, 2023 at 6:00 PM

### Housing Partnership

Diane Pansire  
Chair

Jillian Douglass  
Vice Chair

Sarah Robinson  
Clerk

Vanessa Greene

Lisa Forhan

Ralph Marotti

Steve Seaver

Asst. Town  
Manager  
Donna Kalinick

Housing  
Coordinator  
Jill Scalise

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting remotely may do so in the following manner:

**Phone:** Call (929) 436-2866 or (301) 715-8592. Webinar ID: 853 9402 2099 Passcode: 301097

To request to speak: Press \*9 and wait to be recognized.

**Zoom Webinar:** <https://us02web.zoom.us/j/85394022099?pwd=M2JSaDJWYTZPK113eVZPVnVmaTdiUT09>

Passcode: 301097 To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** ([livestream.brewster-ma.gov](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://tv.brewster-ma.gov)).

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement - "As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair."
5. Update on Millstone Road Affordable Housing Development
6. Housing Updates
7. Sea Camps Tour Follow-up
8. Status of Housing Partnership appointments and possible vote
9. For Your Information- Council on Aging Wellness Fair Friday May 19<sup>th</sup>, Cape Cod Sea Camps Forum Saturday May 20<sup>th</sup>
10. Matters Not Reasonably Anticipated by the Chair
11. Minutes of the March 16, 2023 & April 20, 2023 meetings
12. Next Scheduled Meeting June 15, 2023
13. Adjournment

Date Posted:  
05.15.2023

Date Revised:

Received by Town Clerk:

BREWSTER TOWN CLERK

23 MAY 15 3:53 PM

## Housing Coordinator Update April 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
  - Responded to email and phone requests for information and assistance, 51 total requests for housing information (36) or assistance (15). Open office hours Thursday from 10-noon.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Continued work throughout report. Provided letter of support for May TM CPC Housing grant requests.
  - Drafted proposed parameters for BuyDown program. Trust voted to submit \$250,000 CPC grant application for Buy Down program to be managed by Trust. Buy-down thank you letter received from new homeowner and shared with the Trust.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Presented overview of the Millstone housing process to Housing Trust, ZBA and Housing Partnership.
  - Zoning Board of Appeals (ZBA) Comprehensive Permit hearing held and continued to May for Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC).
4. Comprehensive Permit Projects (HPP Strategy #16)
  - Brewster Woods (30 affordable rental units): Fully leased. Outside site visit. Provided update and sent invitations for ribbon cutting ceremony on May 9<sup>th</sup>.
  - Habitat for Humanity Red Top Road (2 affordable homes): Amended regulatory agreement approved by Select Board and by DHCD as well as recorded. Provided comment on Affirmative Fair Housing Marketing Plan for homes, revised plan sent to DHCD, waiting for approval.
  - Habitat for Humanity Paul Hush Way: Confirmed CPC grant requirements were met and requested Select Board approval for Discharge of Mortgage for Habitat for Humanity Paul Hush Way Phase Two
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
  - Brewster's rental assistance program- Compiled information for Housing Trust to evaluate rental assistance program. 7 households receive monthly assistance.
  - Community Development Block Grant (CDBG)- 14 housing rehab projects approved. Childcare funding approved for 21 children, 63% of funds for the year are encumbered.
6. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
  - 212 Yankee Drive- Site visit. Septic work complete, passed inspection. Plumber tested plumbing, heating, and piping systems. Boiler needs to be replaced. Still assessing scope of work for Invitation for Bid.
  - 11 Sean Circle- Drafted memo regarding the requested resale price for property. Memo sent to DHCD, and with DHCD approval, sent to Freddie Mac, owner of 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU/ACDU bylaw. Compiled data and information about the Town's experience since 2018 bylaw. Met with Town Planner Idman & Asst. Town Manager Kalinick about May presentation to Planning Board.
8. Collaboration (HPP Strategy #7)
  - Participated in Cape Cod Commission Regional Housing Strategy Working Group, Lower Cape Spring Peer Group, and HOME Consortium. Met with Dennis Housing Coordinator.

### Upcoming Events:

- Brewster Woods Ribbon Cutting Tuesday May 9<sup>th</sup>, 10:30AM
- Brewster Regional CDBG Housing Rehab & Childcare Interim Public Hearing May 11<sup>th</sup> at 11AM, Zoom.
- Marketing expected to begin in May for two affordable 3-bedroom Habitat homes on Phoebe Way.

### Personnel

- Participated in Housing Trust, Housing Partnership, and ZBA meetings. Worked with: Assessor's, Building, Council on Aging, CPC, Finance, Health, Planning, Public Works, Water, Town Administration & ZBA.



# Housing Cape Cod

THE REGIONAL STRATEGY



CAPE COD  
COMMISSION

**Increased housing types and options are needed on the Cape.**

**Help us think about future housing development and redevelopment.**

Take this 10 minute survey, your voice is important!

[www.capecodcommission.org/  
HousingSurvey](http://www.capecodcommission.org/HousingSurvey)



Where do you envision housing in your community?



[www.capecodcommission.org/housing](http://www.capecodcommission.org/housing)



**Brewster Council on Aging**

# **Wellness Fair**

**Over 20 vendors**

Cape Medical Reserve

Karas Construction Co.

Family Food Pantry

Brewster Recreation Department

Parish Nurse Ministries of Cape Cod

Cape Light Compact

NAMI of Cape Cod

Cape Wellness Collaborative

Brewster Health Department

Hearts & Paws Companion Dogs



Health Screenings

**AND MUCH MORE!**

**Friday, May 19th, 2:00 - 4:30**

**BREWSTER BAPTIST CHURCH**

**1848 Main Street**

# Town of Brewster Cape Cod Sea Camps Planning

## Join us for community forum #1!

Date: Saturday, May 20th 2023

Time: 10am -12pm or 1pm - 3pm

Location: Bay Property Dining Hall

*The Bay Property will be open to the public to explore by foot anytime between 9am-4pm.*



Registration for the forum is limited to town residents. To register for one of the workshop times, scan the QR code or follow this link: <https://www.brewster-ma.gov/cape-cod-sea-camps-properties>



Community Forum #1 will be a fun, engaging community event that introduces the comprehensive planning process for both the Bay and Pond properties, shares information about the properties, and gathers feedback from the community. This event will be the first public community workshop in a series of six that takes place over the course of the planning process.

Each session will begin with introductory remarks. The remainder of the meeting will be a community workshop with boards and activities around the room. The purpose of the workshop is to educate the public about these properties, to hear from the community about your values and interests, and to engage your imagination about what is possible for the future. The boards and activities will be organized into stations that will include opportunities for the public to share feedback. The stations will cover the following:

- **Vision and Planning:** A brief summary of the planning process, the Town's Vision Plan, and key considerations that will inform the planning effort.
- **Put a Flag in it!:** Interactive maps where participants can map out their interests and concerns relating to the sites.
- **Activities and Uses:** Pictures of a variety of potential site activities to inspire the community about what these places could be.
- **Buildings and Site Access:** Diagrams and photos explaining the conditions, opportunities and challenges related to existing buildings, vehicular and pedestrian circulation, and parking.
- **Landscape and Ecology:** Diagrams and photos about topography, landscape features and key ecological considerations.
- **History and Inspiration:** A brief overview of the history of the parcels with an opportunity for participants to share places they love in Brewster or elsewhere to help inspire the planning process.
- **What's on Deck for 2023:** The Bay and Pond committees will share upcoming events at both properties.



## Town Services for Community Forum

In an effort to encourage residents to participate in this forum, the Town is offering the following services:

The Brewster Recreation Department will offer activities on the athletic fields and in the Art Center for kids ages 4+ during both sessions. Please sign up via the forum registration portal so we can plan accordingly. Questions can be directed to Mike Gradone, Recreation Director, at [mgradone@brewster-ma.gov](mailto:mgradone@brewster-ma.gov).

The Council on Aging is offering rides to and from both community forum sessions. Please call the Council on Aging at 508-896-2737 by Thursday May 18 to arrange for transportation.

## Next steps

Stay tuned for the next forum in late summer when we will report back on what we've heard from the community, consider preliminary priorities, and evaluate several conceptual ideas for site use and activities.

In the meantime, the Town will be launching a survey in the near future to gather more input from residents about the vision for these properties.

We look forward to your participation and feedback as we engage in the community planning process to help shape the future of these properties together.

## Stay Informed

For more details about the findings from the discovery phase, please visit the project page, <https://www.brewster-ma.gov/cape-cod-sea-camps-properties>.

For more information about the long-term planning process and interim activities at each property, you are invited to attend the Bay Property Planning Committee (Tuesdays at 4pm) and Pond Property Planning Committee (Wednesdays at 4pm) meetings, held twice a month at Town Hall. Residents can attend these meetings remotely as well. Please check the Town calendar for posted meetings or sign up for regular updates about committee activities at [www.brewster-ma.gov](http://www.brewster-ma.gov). To provide feedback to one of the committees, please email us at [bppc@brewster-ma.gov](mailto:bppc@brewster-ma.gov) (Bay property) or [pppc@brewster-ma.gov](mailto:pppc@brewster-ma.gov) (Pond property).

## What's on Deck for 2023

The Town continues to expand public access to, and uses of, the properties. On the Bay property, First Light Beach will be open to residents with a beach permit on weekends, starting Memorial Day weekend, and will be open 7 days/week, starting June 15th. New for 2023, the Brewster Community Pool will be opening this summer on June 26th. Resident pool passes are currently available for sale online or via the mail-in program. We will also continue to host a series of community events on the Bay property this summer.

On the Pond property, please visit the Brewster Recreation website, [www.brewsterma.myrec.com](http://www.brewsterma.myrec.com) for more information on upcoming guided kayak tours and trail walks. To learn more about the Pond Property, please check out our "Introducing the Pond" video at <https://www.youtube.com/watch?v=3SsXbNRIUxE>.

Brewster Housing Partnership

Minutes of the 03/16/2023 Meeting

Members Present: Diane Pansire, Lisa Forhan, Ralph Marotti, Sarah Robinson, Vanessa Green ,Jillian Douglas Cindy Bingham (remote)

Absent: Steve Seaver, Guests Present: Jill Scalise (Housing Coordinator),

1. **Call to Order:** Meeting called to order
2. **Declaration of a quorum:** a quorum was declared with five members present
3. **Meeting Participation Statement:** Diane Pansire read the meeting participation statement
4. Recording Statement: Diane Pansire read the recording statement
5. CPC applications had been reviewed and the applications involving Community Housing were voted on individually and were presented to Select Board who voted 5-0-0 and the Finance Committee voted 7-0. The first request was for Housing Coordinator which was approved but there were some concerns with out of town projects as well as local preference, Zoning Board voted 8-0-0 for FORWARD \$125,000 award for 8 apartments in Dennis for autistic adults. The ZBA voted 7-0 in favor of the \$50,000 Orleans project. The POA/CDP Wellfleet project the FC voted 6-1-1 for the project although they were asking for \$100,000 and received \$50,000. There has been much discussion among many boards regarding funding for regional projects, local preference and that dialogue will continue with the CPC. Jill and Ralph spoke about local preference and reciprocity amongst towns we have providing funding for their projects. Once the comprehensive permit is issued the select board has 90 days the Select Board has 90 days in which to make a request to DHCD for local preference.
6. Housing Updates...Brewster Woods, just finishing last leases and residents have moved into their new apartments. Phoebe Way (Habitat) 2 homes regulatory agreement is just being finished and once the fair housing marketing is approved they will start the marketing plan. 212 Yankee Drive is being brought up to habitable conditions and all of the mold remediation and infestation has been taken care of. Buy down award was approved by the CPC for the purchase of 14 Yankee Drive, increased to \$62,500 to make the home affordable with a closing set for March 30<sup>th</sup>.
7. Lower Cape Housing Training at the CDP, if you cannot get there in person you can watch on their UTube Channel through their web site.
8. Reminder for everyone to complete the ethics training.

Brewster Housing Partnership

Minutes of the 04/20/2023 Meeting

Members Present: Diane Pansire, Lisa Forhan, Ralph Marotti, Sarah Robinson, Cindy Bingham (remote)

Absent: Steve Seaver, Vanessa Green

Guests Present: Jill Scalise (Housing Coordinator),

1. **Call to Order:** Meeting called to order
2. **Declaration of a quorum:** a quorum was declared with four members present
3. **Meeting Participation Statement:** Diane Pansire read the meeting participation statement
4. **Recording Statement:** Diane Pansire read the recording statement
5. **Update of background history & process of The Millstone Project:** in 2005 TM the town voted to provide funds to investigate a 15 acre plot off of Millstone Road. In 2018, May TM the townspeople voted to transfer parcel to the Board of Selectman for the purpose of community housing, the town with CPA funds purchased an abutting access parcel and that is how the 16.6 acre property came about. Dec 2018 the Housing Trust was given management of the property and received a MA Housing Grant for a pre development feasibility study. For almost 3 years, the trust worked through a careful process. A due diligence study, watershed analysis, received community input and developed selection criteria's and drafted and RFP. Oct2021 the town issued the RFP to develop affordable housing and Dec 21 POA and HAC submitted a proposal to build a compact 45 energy efficient units on the property. Because the proposal met RFP and was submitted to the Trust for evaluation, hired an outside consultant to evaluate the pro forma. The trust voted to accept to SB. April 2022 the SB accepted the POA/HAC proposal and a land disposition agreement was signed in august. The allowable development area is about 5 acres with the 70% of the rest of the property being left undisturbed. August 22 POA received a project eligibility letter from DHCD with initial approval for the low income tax credit. Dec 2022 POA applied to ZBA for a comprehensive permit with continued review currently going on. The ZBA permit is an overall permit which takes place of individual permits. If approved, DHCD will need to give final financial feasibility of funding. SB can ask DHCD for a local preference. 70% for Brewster residents and those who work or go to school in Brewster. Construction will only begin once funding is secured.
6. Housing Updates from Jill Scalise save the date for Brewster Woods which is all rented. Affordable buy down that CPC supported for funding 14 Yankee Drive, property closed end of March and the new homeowner grew up in Brewster. 212 Yankee Drive, the housing trust continues to work on bringing the property back to code. Same situation with 11 Sean Circle. Both will be rented via lottery.
7. Update on Habitat for Humanity project on the 2 homes on Phoebe way, regulatory agreement has been signed and has been sent to DHCD and water has been brought to the site. Community Development Block Grant has helped several local residents with assistance with home repairs.



Covid Assistance Fund has been changed to A Good Neighbor Fund. Not all fair market units at Serenity Brewster are filled, the rents are over \$2000/month and all of the affordable units have been rented. The town had no say in the amount of rents for market rate units.

8. Sea Camps Tour- Ralph is going to coordinate setting up the tour. May 20<sup>th</sup> is the forum to present to the town regarding the Sea Camps.
9. Housing Partnership Appointments...Diane and Jillian are up for renewal and Diane is not renewing. Ralph is looking for people to get involved in the Wells Court Board.
10. Reminder for everyone to complete the ethics training.